



Township of Brudenell, Lyndoch and Raglan

July 19, 2022 - Copy of Special Meeting - Amended 2 - 01:00 PM (Public will be able to attend the Council meeting virtually by Phone or Zoom Zoom ID: 541 968 4239 Passcode: 2WY40N Phone: 1-647-374-4685 Meeting ID:541 968 4239 Passcode:820260)

1 Call to Order and Roll Call

2 Adoption of the Agenda

"THAT the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan adopt the agenda as amended to include Section 239 (3) (a) in closed session and item 4.3."

3 Disclosure of Pecuniary Interest

4 Purpose

4.1 Website Presentation - DRAFT

4.2 Staff Restructuring Presentation

📎 Presentation

4.3 Roll-Off Truck Containers

📎 Staff Report

5 To go into Closed

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan go into closed session pursuant to the Municipal Act, 2001, Section 239 (2) for the purposes of subsection;

(b) 5- personal matters about an identifiable individual, including municipal or local board employees - scrutiny of an individual's performance or conduct, including municipal staff, and candidates for a job


(d) 3 - labour relations or employees negotiations - staff performance, conduct, discipline, hiring and firing, changes to workload or roles of specific employees.

(e) 1 - litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board - litigation that is a real prospect, against or by the municipality

AND Section 239 (3)(a) - The consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act, if the council, board, commission or body is the head of an institution of the purposes of that Act.

6 To come out of Closed

7 Confirmatory By-Law

 By-Law 2022-37

8 Adjournment

MUNICIPAL SUCCESSION AND SUSTAINABILITY PLAN

SPECIAL MEETING : JULY 19TH 1:00PM

CREATED BY: TAMMY THOMPSON &

VIRGINIA PHANENHOUR & JORDAN GENRICK



CURRENT SITUATION

- 2 Administration
- 1 Fire Chief/Facilities Manager
- 1 Working Foreman
- 4 Public Workers
- 1 Waste Site Attendant
- Temporary Chief Building Official
- NO CASUAL WASTE – NO CLEANER – NO ROADS SUPERINTENDANT

CHANGES THAT HAVE BROUGHT US TO THIS POINT

- Clerk-Treasurer position is vacant
- Grader Operator position is vacant (filling from within)
- Chief Building Official position is vacant (Temporary filled)
- Public Works Superintendent position is vacant
- Casual Waste Site Attendant position is vacant
- Cleaner position is vacant

WHAT HAVE WE DONE SO FAR:

- Hired 1 body for a Public Works Position
- Filled the Chief Building Position with a temporary solution
- In process of hiring for a general labourer

We have gone from:

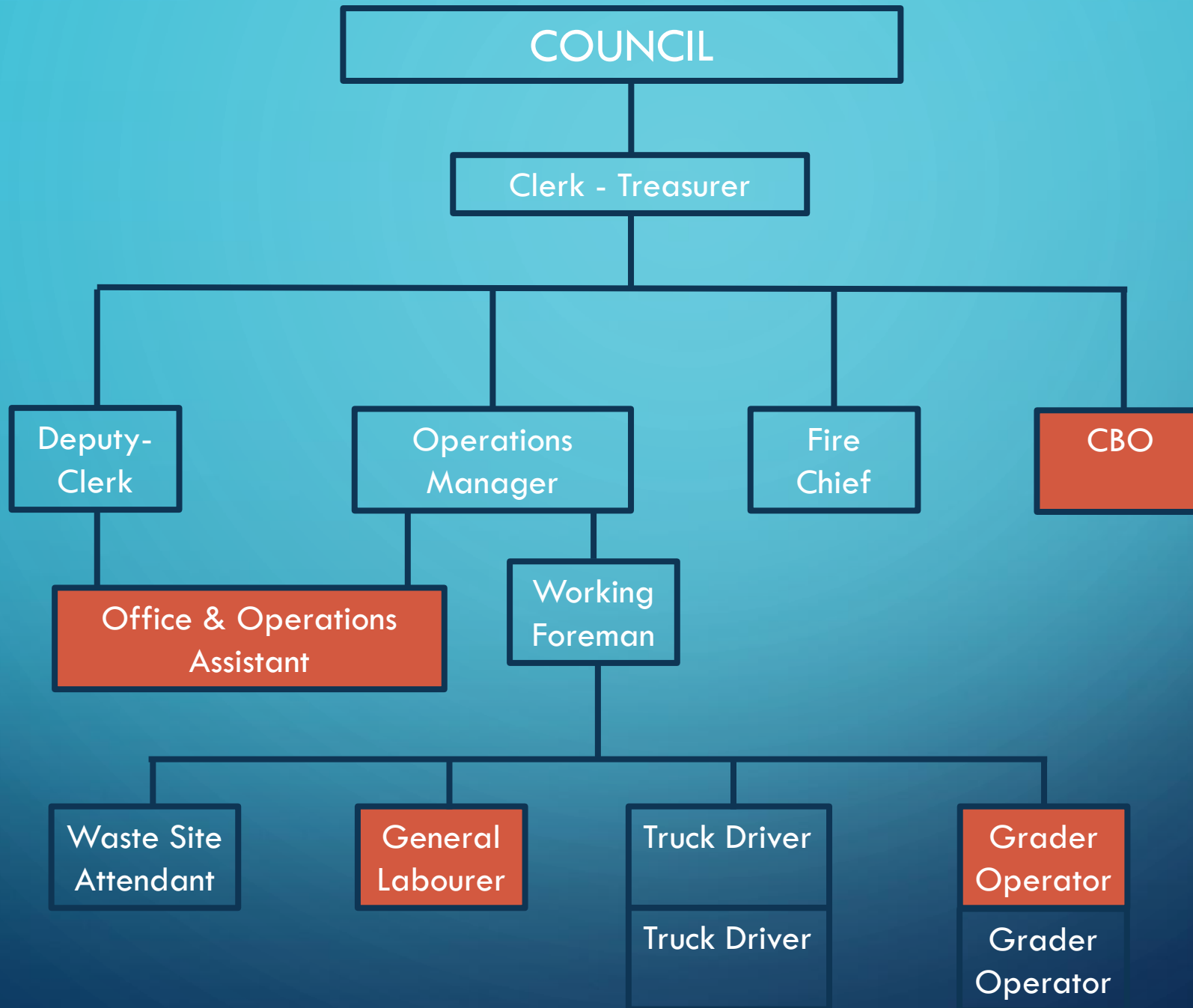
11 Full-Time & 3 Part-Time Employees to:

9 Full Time & 1 Temporary Positions

Thus increasing the work load for all employees.

WHAT OPTIONS DO WE HAVE:

- Continue as we are:
 - Still need to hire a Chief Building Official, Casual Waste Person, Cleaner, Clerk
 - Private consultants are not sustainable
 - Be prepared for employee burn out
- Develop a new Internal Structure
 - A sustainable solution
 - Cost effective to the Township rate payers
 - Provides relief to employees if required
 - Provides a back up system for illness and holidays



DESCRIPTION OF POSITIONS BEING PRESENTED:

Working Foreman (Existing Position)

- Organizes day to day public works operations
- Provides information to the Operations Manager
- Entrance Permits
- Manages Waste Site Operations
- Accountability of PW & WS Hours

General Labourer (NEW – Full Time)

- Casual Waste Attendant
- Public Works
- Yard Maintenance

Operations Manager (Existing – Change of Roll)

- Provides support to Working Foreman, RFP's etc
- Fleet Management
- 911 Addresses

Office & Operations Assistant (NEW – Full Time)

- Community Centre & Events booking & prep
- Coordinate Community Events (working with other municipalities at times)
- Cleaning Twp Buildings & Parks
- Office Assistant

WHERE WE COULD BE:

- Hire a General Labourer
- Hire a Part Time Chief Building Official
- Hire a Office & Operations Assistant

Filling these roles would bring the Township back to a staff of 1 Part Time & 11 Full Time employees.

With the restructuring of job descriptions, all duties will be fulfilled and will create a back up system to allow for holidays and sick leave.



EMPLOYEE REPORT

Report Date: July 19, 2022
Date of Council Meeting: July 19, 2022
Prepared By: Jordan Genrick
Approved By: Virginia Phanenhour

Reason for this Report

To provide Council with advice and recommendation regarding **new bins for the roll off truck.**

Recommendation

That Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan approve the purchase of 1 x 22 yard dump box for \$12,250 plus HST & 3 x 40 yard bear proof waste containers for \$51,750 plus HST from S&L Wastetech Inc. Further allow the Deputy Clerk-Treasurer to use \$12,250 plus HST from modernization funding and \$51,750 plus HST from the roll off truck budget.

Facts and Issues

Recently the Municipality purchased a roll off truck to service the waste sites, the initial startup of the new system consisted of modifying our used 40 yard recycling containers and in the future purchase new bins to replace them. Unfortunately after closer examination it was found that the bins were in terrible shape. Two welder/fabricators were contacted to look at the containers and determine if they were able to be repaired. Both individuals agreed it would take a considerable amount of work and dollars to repair them. Currently the waste site attendant is using plow trucks to transport waste from the transfer stations, this not going to be feasible once winter arrives. Staff have reached out to 4 manufacturers for quotes on bins with two responding with quotes. S&L Wastetech inc. can provide the Municipality with a 22 cubic yard dump box in a 4 week time frame, and three 40 cubic yard bear proof containers in 6-8 weeks. Staff recommend purchasing the dump box in addition to the 40 yard containers as it can be used for the initial start of the new waste transportation system as well as turn the roll off truck into a dump truck. This would allow the roll off truck to be used for a wider range of tasks (winter sand, scrap steel, brush, demolition material, gravel for construction projects, fitted with a water tank for road watering, etc).

**THE CORPORATION OF THE TOWNSHIP
OF BRUDENELL, LYNDOKH AND RAGLAN**

BYLAW NO. 2022-37

Being a By-Law to confirm the proceedings of
the Council of the Corporation of the Township
of Brudenell, Lyndoch and Raglan at its
Special Council Meeting of
July 19, 2022.

WHEREAS Section 5(3) of the Municipal Act, 2001, Chapter 25 provides that, except where otherwise provided, the powers of the Council shall be exercised by bylaw;

AND WHEREAS it is deemed expedient and desirable that the proceedings of the Council of the Corporation of the Township of Brudenell, Lyndoch and Raglan at this meeting be confirmed and adopted by by-law.

NOW THEREFORE the Council of the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby enacts as follows:

1. THAT the actions of the Council at its Special Council Meeting of July 19, 2022, in respect of each motion, resolution and other action passed and taken by the Council at its said meeting, is, except where the prior approval of the Ontario Municipal Board or other body is required, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law.
2. THAT the Head of Council and proper officers of the Corporation of the Township of Brudenell, Lyndoch and Raglan are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain appropriate approvals where required, except where otherwise provided, and to affix the Corporate Seal of the Corporation of the Township of Brudenell, Lyndoch and Raglan to all such documents.
3. This bylaw takes effect on the day of its final passing.

Read and adopted by Resolution XXXX-XX-XX this 19th Day of July, 2022.

Mayor, Sheldon Keller

Deputy Clerk, Virginia Phanenhour